



# CITY OF SAN ANTONIO

## PLANNING AND DEVELOPMENT SERVICES AND FIRE DEPARTMENTS

TO: All Planning and Development Services and Fire Department Customers

SUBJECT: **INFORMATION BULLETIN 144a**  
Building and Fire Codes Board of Appeals

DATE: June 23, 2008  
*Revised December 28, 2009*

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As a customer service initiative, the Planning and Development Services Department (PDSD) has developed this Information Bulletin to describe the Building and Fire Codes Board of Appeals process.

Per Section 113 of the 2009 International Building Code (IBC), Section R112 of the 2009 International Residential Code (IRC), Section 112 of the 2009 International Existing Building Code (IEBC) and Section 108 of the 2009 International Fire Code (IFC) – each with local amendments (<http://www.sanantonio.gov/dsd/codes.asp>) - the Building and Fire Codes Board of Appeals is created to hear and decide appeals of orders, decisions or determinations made by the building official and fire chief relative to the application and interpretation of the building and fire codes.

An application for the appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not full apply, or an equally good or better form of construction is proposed. The Building and Fire Codes Board of Appeals has no authority to waive requirements of the codes. (2009 IBC Section 113.2; 2009 IRC Section R112.2; 2009 IEBC Section 112; 2009 IFC Section 108.2.)

In order to be heard by the Building and Fire Codes Board of Appeals, an applicant shall submit twelve (12) copies to of the completed application (see attached) and any supporting documentation (e.g., letters, design drawings no larger than 11"x17", reports, etc.) plus the appropriate filing fee. The filing fee for the Building and Fire Codes Board of Appeals is \$155.00 (<http://www.sanantonio.gov/dsd/feeschedule.asp>). Checks are to be made payable to the City of San Antonio and submitted with the appeals application.

The applicant shall deliver or mail the Board of Appeals application package to:

City of San Antonio – Planning and Development Services Department  
Building Development Division  
Attn: Building and Fire Codes Board of Appeals – Suite 283

1901 S. Alamo St.  
San Antonio, TX 78204

Once the Board of Appeals application package is submitted, PDSD staff shall contact the Building and Fire Codes Board of Appeals chairperson in order to coordinate the next available date and time for a Board of Appeals hearing. When established and confirmed by the Board of Appeals chairperson, PDSD staff shall contact the applicant with the date, time and location of the hearing. A minimum of five (5) calendar days notice will be given to all parties.

All decisions and findings of the board shall be rendered in writing to the appellant with copies to the building official and fire chief.

If you have any questions on this process, please contact a Development Services Engineer at **(210) 207-8394** or the PDSD Building Development Division Assistant Director's office at **(210) 207-8237**.



# CITY OF SAN ANTONIO

PLANNING AND DEVELOPMENT SERVICES

AND FIRE DEPARTMENTS

1901 S. Alamo, San Antonio, TX 78204

## BUILDING AND FIRE CODES BOARD OF APPEALS APPLICATION

Please type or print:

<b>Appellant:</b>	Owner		Owners Agent
<b>Company:</b>			
<b>Address:</b>			
<b>Tel #:</b>		<b>Fax #:</b>	
<b>Email:</b>			

Reason for Appeal (check appropriate category):

- ( ) To determine proper interpretation of code.
- ( ) To determine suitability of alternate materials.
- ( ) To determine suitability of alternate construction method.
- ( ) To appeal a Code Modification Request decision.

<b>For Office Use Only:</b>	Date Received:	Receipt #:
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<b>A/P # (if applicable):</b>	
<b>Project address:</b>	
<b>Applicable Code:</b>	
<b>Code Section(s):</b>	

Description of conditions related to appeal (attach additional pages and supporting documentation if necessary):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enclose check for \$155.00 made payable to the City of San Antonio and twelve (12) copies of all supporting information (e.g., letters, design drawings no larger than 11x17, reports, etc.) required to support the appeal. A copy of the decision that is being appealed should also be included.